

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **ZONING ENFORCEMENT OFFICER**

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Jurisdictional Class: **Competitive**

Date Adopted: **June 1991**

Date Revised:

Jurisdictions: **Towns and Villages**

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**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving the inspection of new construction and building use for compliance with the local zoning ordinance. The work is performed under general supervision of the Town Board. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Interprets the zoning ordinance and issues building permits and certificates of occupancy for buildings which comply with the zoning ordinances;

Inspects building use for compliance with zoning ordinance;

Explains and interprets the requirements of the town zoning law to contractors and the general public;

Inspects new construction for compliance with zoning ordinances;

Supervises the inspection of septic tanks and laterals during construction to assure proper installation;

Supervises the inspection of multiple residences to assure compliance with Multiple Residence Law and local licensing ordinances.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the local zoning ordinance; good knowledge of methods and procedures of installation of septic tanks and laterals; good knowledge of the provisions of the multiple residence laws; ability to establish and maintain cooperative relations with the public, contractors and public officials, ability to read plans and specifications; courtesy; firmness; tact; good judgment; good powers of observation.

**MINIMUM QUALIFICATIONS:**

(A) Two (2) years experience in the construction of buildings/residences; **OR**

(B) Successful completion of several courses dealing with code enforcement; **OR**

(C) An equivalent combination of training and experience as outlined in (A) or (B) above.